

LEGAL NOTICE
RFP NO. 0641-221

Title: Conference Management

The State of Washington, Department of Social and Health Services (DSHS) intends to issue a Request for Proposals (RFP) for services of the Contractor to fulfill the conference coordination activities for the 15th Annual Children's Justice Conference which will occur March 26-27, 2007 at the Washington State Convention & Trade Center in Seattle, Washington. Services to include: receiving office to handle all correspondence and act as primary contact source for information re: 2007 conference; mailing list management; conference timeline; volunteer coordination; hotel room block management; food and beverage guarantee; exhibitor management; conference evaluations; speaker room assignments; audio visual procurement speaker management.

The RFP will be issued on or about September 28, 2006 and responses will be due on October 13, 2006.

This RFP is available at the DSHS Procurements website at
<http://www1.dshs.wa.gov/msa/ccs>

Parties that are unable to access the website above, may request a hard copy by submitting their name, business name if applicable, address, e-mail, phone and fax number to:

Department of Social and Health Services
Central Contract Services
PO Box 45811
Olympia WA 98504-5811
Attn: Julia M. Weese, RFP Coordinator
RE: RFP #0641-221 Conference Management
You may fax your request to (360) 664-6184
Or E-mail it to DSHSCentralContracts@dshs.wa.gov